



Mr. Jeffrey Simons
Superintendent

Donald P. Sutherland School

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Jack Alvey,
Principal

April, 2017

Dear Grandparents and Special Friends,

You are cordially invited to attend Grandparents' and Special Friends' Day on Friday, May 19th from 9:45 – 11:00 a.m.

The purpose of Grandparents' Day is to allow Grandparent(s)/Special Friend(s) to see the physical space where your grandchild/special friend attends school, meet your grandchild's/special friend's teacher and observe your grandchild's/special friend's academic program. Please remember that this is not a day for school age siblings/family members to leave their instructional program and attend this event.

As you arrive, we ask that you check in at the main door to receive a classroom schedule for the student(s) you are visiting. We ask that students stay in their classrooms during this day and are not brought to other classrooms or walking through the halls. This will help us cut down on congestion and will allow you to see some of the wonderful activities that take place in the children's classroom. Our program will need to end at 11:00.

If you, a special friend, or family member plans on attending, please return the required attached sheet by Friday, May 5th with the requested information completed in full. Because of increased custody/legal concerns, general safety and liability, the following guidelines have been developed:

- All visitors must enter by the front door, sign in and receive a visitor's pass and classroom schedule
- Schedule: Classroom Activities 9:45-11:00 a.m.
- Students are not to be taken out of the building

NOTE: Students are not to be signed out of school at the end of your visit unless there are extenuating circumstances.

I am sure that you understand our concerns for the safety and welfare of all students in our school. On behalf of the staff, I welcome you and look forward to your visit.

Sincerely,

Jack Alvey
Principal

Attachment: